Facilitator Course Review

To be completed by the Associate Director of Online Facilitation or her designee.

Please complete this form for each PBS TeacherLine course facilitator. This form is used to provide feedback on the facilitator's performance, and to identify areas of needed professional development. This log will help pinpoint their strengths and weaknesses.

|  |  |
| --- | --- |
| 1. Facilitator name: |  |
| 1. Section number: |  |
| 1. Course term: |  |
| 1. Reviewer’s name:   *Please use the following scale to rate the facilitator's performance during the course that they just finished facilitating:*  5 - Outstanding  4 - Excellent  3 – Very good  2 - Satisfactory  1 – Needs improvement |  |

**Course climate and community building**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitator provided, modeled and/or enforced appropriate standards for learner behavior. | O | O | O | O | O |
| The facilitator created a safe and comfortable online learning environment. | O | O | O | O | O |
| The facilitator utilized effective techniques for communicating in a friendly way and remaining accessible to learners. | O | O | O | O | O |

**Comments:**

Facilitator Course Review\_Su10

**Instruction**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitator strengthened learners’ understanding of course concepts through various interactions (e.g. discussion boards, assessment feedback). | O | O | O | O | O |
| The facilitator utilized techniques for explaining concepts clearly and effectively. | O | O | O | O | O |

**Comments:**

**Interaction and discussion facilitation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitator encouraged a range of viewpoints in discussions. | O | O | O | O | O |
| The facilitator encouraged learners’ continued  interaction/engagement through the use of questions or comments. | O | O | O | O | O |
| The facilitator synthesized learner posts and stimulating ongoing discussion on the discussion boards. | O | O | O | O | O |
| The facilitator demonstrated high-quality written communication skills throughout the course. | O | O | O | O | O |

**Comments:**

Course Review\_Su10

**Course organization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitator coordinated and assisted learners in understanding course requirements and procedures for working online. | O | O | O | O | O |
| The facilitator personalized the course to accommodate a range of learning styles. | O | O | O | O | O |
| The facilitator responded to learner questions within 24 hours. | O | O | O | O | O |
| The facilitator remained sensitive to any difficulties that learners have completing assignments or maintaining the course pace. | O | O | O | O | O |

**Comments:**

**Implementation of assessments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitator kept learners informed of their progress during the course. | O | O | O | O | O |
| The facilitator provided detailed, thoughtful, and constructive feedback about learners’ performance in the course. | O | O | O | O | O |

**Comments:**

**Other**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitator conducted the course in accordance with facilitator checklist and contract deliverables. | O | O | O | O | O |

**Comments:**